

## Town of Nantucket Job Description: Chief Procurement Officer

<b>Position Title:</b>	Chief Procurement Officer	<b>Grade Level:</b>	Non Union
<b>Department</b>	Town Administration	<b>Date:</b>	12/01/2014
<b>Reports to:</b>	Assistant Town Manager	<b>FLSA Status</b>	Non-Exempt

**Statement of Duties:** The Chief Procurement Officer is responsible for the provision of administrative services regarding the procurement of goods and services including overseeing building and construction contracts in support of Town operations. The employee is required to perform all similar or related duties.

**Supervision Required:** Under the general supervision of the Assistant Town Manager, the employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. The supervisor provides instruction for new or unusual assignments. Unusual situations are referred to the supervisor for advice and further instructions. Supervisor reviews work to remain aware of progress, work methods, and technical accuracy.

**Supervisory Responsibility:** The employee as a regular part of the job is not required to supervise other Town employees.

**Confidentiality:** The employee has regular access to confidential information such as department records that is obtained during performance of regular position responsibilities in accordance with the State Public Records Law.

**Accountability:** Consequences of errors, missed deadlines or poor judgment may include adverse customer relations, jeopardize programs, legal repercussions, and missed deadlines.

**Judgment:** Numerous standardized practices, procedures or general instructions govern the work performed and in some case may require additional interpretation. Judgment is needed to locate, select and apply the most pertinent practice or procedure, regulation or guideline.

**Complexity:** The work consists of a variety of duties which generally follow established standardized operating practices, laws or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

**Work Environment:** The work environment is in a standard office setting. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant.

**Nature and Purpose of Public Contact:** Relationships with co-workers and the public involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve problems. Other regular contacts are with service recipients. More than ordinary courtesy or tact may be required to respond to requests for information or to deal with uncooperative or uninformed persons.

**Occupational Risk:** Risk exposure to the employee is similar to that found in a municipal office setting.

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## **Essential Functions:**

*The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

Responsible for the administration of the process to procure goods and services in accordance with the State Procurement Law; oversees the administration of construction and building contracts.

Responsible for authorizing the payment of major Town expenditures.

Assists Town staff in the preparation of Request for Proposal bid documents and the awarding of contracts for goods and services.

Provides support services including but not limited to the taking meeting minutes and preparation of meeting agendas at Capital Committee meetings as required.

Required to attend training workshops or seminars in order to stay abreast of changes to the State Procurement Law.

## **Recommended Minimum Qualifications:**

**Education and Experience:** Bachelor's degree and up to one (1) year prior work experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

**Special Requirements:** None required.

## **Knowledge, Abilities and Skill**

**Knowledge:** Working knowledge of common policies, state laws, operating practices and procedures regarding the procurement of goods and services and the administration of construction and building contracts; laws and regulations pertinent to position functions.

Knowledge of office software (word processing and spread sheet applications) and the Internet and Town web site in support of department operations. Knowledge of the State law regarding the procurement of goods and services as well as the administration of building and construction contracts. Knowledge of Town government operations and related services.

**Abilities:** Ability to interact effectively and appropriately with town employees as well as state officials; ability to perform multiple tasks and to maintain confidential information; ability to work independently and be able to effectively operate various types of office equipment including but not limited to personal computers, copy machines, fax machines etc. Ability to administer and enforce the provisions of the State Procurement law in a consistent and impartial manner.

**Skills:** Proficient skill in the operation of a personal computer and office equipment and the application of office software including word processing, spread sheet, and data base management applications; proficient recordkeeping, keyboarding and customer service skills; proficient written and oral communication skills.

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## **Physical and Mental Requirements**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.*

**Physical Demands:** Little or no physical demands are required to perform the work. Work effort principally involves sitting and walking to perform work tasks, with intermittent periods of stooping, and standing. The employee is occasionally required to lift objects such as books, office equipment, and computer paper.

**Motor Skills:** Duties are largely mental rather than physical, but the job may occasionally require the application of basic motor skills for activities such as moving objects, operating a telephone system, computer and/or most other office equipment, keyboarding, word processing, filing, and sorting of papers.

**Visual Demands:** The employee is required to routinely read documents and reports for understanding and analytical purposes. The employee is rarely required to determine color differences.

*This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change. Appointment to the position is contingent upon passing a pre-employment physical examination.*

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## **ACKNOWLEDGEMENT:**

I have read and understand the essential job functions and the physical and mental abilities required for this job. My questions have been addressed, and by signing this document I acknowledge receipt of a copy of this job description.

Signature of Employee: \_\_\_\_\_

Printed Name of Employee: \_\_\_\_\_

Date: \_\_\_\_\_